

SPECIAL PERMIT APPLICATION CAMBRIDGE PLANNING BOARD

The following material is provided as a guide to submitting a special permit application to the Planning Board. Where more than one special permit is required for a development proposal, only one application need be submitted provided all information required for each special permit is provided. Information not relevant to the special permit being submitted need not be provided.

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- d. Special PUD Application Information**

Part I – Application Form

a. SPECIAL PERMIT APPLICATION – COVER SHEET

To the Planning Board of the City of Cambridge:

The undersigned hereby petitions the Planning Board for one or more Special Permits in accordance with the requirements of the following Sections of the Zoning Ordinance:

1. _____ 2. _____

3. _____ 4. _____

Applicant: _____

Address: _____

Telephone: _____ **FAX:** _____

Location of Premises: _____

Zoning District: _____

Submitted Materials: _____

Signature of Applicant: _____

For the Planning Board, this application has been reviewed and is hereby certified complete by the Community Development Department:

Date

Signature of CDD Staff

b. SPECIAL PERMIT APPLICATION – SUMMARY OF APPLICATION

Project Name:
Address of Site:
Applicant:
Planning Board Project Number: (CDD)

Hearing Timeline (CDD)

Application Date: _____
Planning Board 1st Hearing Date: _____ *

(PUD Development Proposal, other special permit)

Planning Board Preliminary Determination: _____ *

(PUD Development Proposal)

Second Submission Date: _____ *

(PUD Final Development Plan)

Planning Board 2nd Hearing Date: _____ *

(PUD Final Development Plan)

Final Planning Board Action Date: _____ *

(PUD Final Development Plan, other special permit)

Deadline for Filing Decision: _____ *

**Subject to extension by mutual agreement of the Applicant and the Planning Board*

Requested Relief:

- _____
- _____

Project Description

Brief Narrative:

Project Size:

- Total GFA: _____
- Non-residential uses GFA: _____
- Site Area (acres and SF): _____
- # of Parking Spaces: _____

Proposed Uses:

- # of Dwelling Units: _____
- Other Uses _____
- Open Space (% of the site and SF) _____

Proposed Dimensions:

- Height: _____
- FAR: _____

Part II – Fee Schedule

Planning Board Fee Schedule

Fees shall be based on the Gross Floor Area proposed in the application, as determined by the Cambridge Zoning Ordinance.

1. Special Permit applications involving construction of new and substantially rehabilitated floor or a change of use as required subject to Section 19.20):

Five cents (\$0.05) per square foot of Gross Floor Area. Minimum fee of \$150.00.

2. Flood Plain Special Permit Application:

\$1,000.00.

3. Any other special permit application:

\$150.00

Part III – Narrative and Plan Submittal Requirements

I - Narrative and Plan Submittal Requirements

The following material shall be submitted with any special permit application to the Planning Board. Where a specific special permit requires additional documentation, that material shall also be submitted as part of the application.

Quantity

Written Material: Fifteen copies.

Large Format Plans: Three copies of plans submitted as required in III – Format for Plans and Maps set forth below.

Small Format Plans: Fifteen copies of the plans required in III but no larger than 11” by 17”.

Certification of Completeness

The application shall be submitted to the staff of the Community Development Department, as the representative of the Planning Board, at 57 Inman Street, Cambridge. The Community Development Department shall submit one copy of the application, as certified complete, to the City Clerk, City Hall, Cambridge. The staff may in its discretion permit the submission of fewer copies of secondary documents, as appropriate.

The application shall not be considered received by the Planning Board (for purposes of initiating the special permit review time line as set forth in Chapter 40A, Mass. General Laws, and the Cambridge Zoning Ordinance) until all the information required herein is submitted and certified by the staff of the Planning Board as complete.

Required Information

The following information shall be required for all special permit applications. However, the provisions of a specific special permit may require additional documentation. Where that is so, that additional material shall be submitted.

1. **Existing Conditions Map.** An accurately scaled boundary map of the development lot or parcel certified by a registered land surveyor; a map showing the existing conditions on the subject parcel or lot and on lots abutting or directly across the street from the subject parcel or lot.
2. **Current Land Use.** Information concerning current land use of the lots or parcels identified in (1) above, including the type and quantity of land uses (including the number of existing dwelling units).
3. **Proposed Land Uses.** List of uses proposed, with reference to the Table of Uses, Section 4.30. If different, the list of uses the proponent wishes to be allowed to

accommodate within the project at any time in the future. The quantity proposed in square feet of each use.

4. **Photographs.** Photographs showing conditions on the development lot or parcel at the time of the application and showing structures on abutting lots.
5. **Site Plan.** A site plan of the development parcel or lots, drawn to scale, showing proposed lot subdivision if any, the location of proposed buildings and any existing buildings to remain, proposed vegetation and existing vegetation to be retained, location of parking spaces, driveways, proposed curb cuts and walkways, proposed treatment of the perimeter of the site including techniques and materials to be used (e.g. screens, fences, walls, landscaping, etc.) the location of required open space and the location of any easements or rights of way to remain and as proposed. *[The location of all proposed open space shall be specifically identified on the plan through distinctive shading or other appropriate technique.]*
6. **Building Details.** For each structure proposed, including existing structures to be retained, the following shall be provided: front, side and rear elevations; indications of building height; floor plans; cross sections at critical locations extending to abutting properties and adjacent streets; elevations of buildings extending to buildings on abutting properties and across adjacent streets to provide a context within which to assess the impact of the proposal. *[Those portions of buildings proposed to be excluded from the calculation of Gross Floor Area shall be distinctively shaded on the floor plans, or where excluded areas predominate, the area calculated as Gross Floor Area may be shaded.]*
7. **Quantitative Data.** Quantitative data on the proposed development as listed on the attached dimensional form (Part IV) and any other information necessary to demonstrate compliance with all dimensional requirements of the Zoning Ordinance. Where the quantity of one or more use categories is limited in the zoning, the distribution of uses in square feet and as FAR should be identified. Where the dwelling unit and FAR bonuses permitted in Section 11.200 of the Zoning Ordinance for residential developments are being employed, that portion of FAR or dwelling units ascribable to the inclusionary housing bonus shall be identified.
8. **Planning Board Relief Sought.** A list of all special permits, with reference to specific section numbers, to be granted by the Planning Board.
9. **Zoning Violations.** A list of any zoning violations that will require the issuance of a variance from the Board of Zoning Appeal and any special permit normally granted by the BZA that the application is requesting be issued by the Planning Board as authorized by Section 10.45 of the Zoning Ordinance.
10. **Certificate of Ownership Form.** Completion of the attached Certificate of Ownership form (Part V), a copy of the recorded deed for the applicable lot or parcel, and a list of any special permits or variances granted for the site.
11. **Filing Fee.** A filing fee in the amount required per the attached schedule (Part II), payable to the City of Cambridge.

II – Additional Material for Specific Special Permits

The following are among the more important special permits that require the provision of additional specific information. Any information required by any special permit, whether it is herein listed, must be provided in the application.

1. Flood Plain Special Permit

- a. **Plans:** Plans, elevations, cross sections showing new building construction and proposed flood water retention systems, and other flood control systems in sufficient detail to allow the Planning Board to assess conformance with the Ordinance requirements. [Suggested scale of 1"=20']
- b. **Contours:** Existing and proposed contours (at one foot intervals) and spot elevations with those areas proposed to be filled, excavated, or otherwise physically altered within the 100 year flood line as determined by the regulated flood elevation for the 100 year floor plain, Zone A as determined by the relevant Flood Insurance Flood Map.
- c. **Calculations:** Calculations supporting the design of the proposed control systems.
- d. **Surface Treatment:** Identification of the proposed surface treatment of all flood control and retention systems.
- e. **Wetland Protection Act:** Completion of the Wetland Protection Act Environmental Data Form information as required by the Cambridge conservation Commission for a Notice of Intent.

[For purposes of Section 20.70, the following elevations shall be enforced: Elevation to which the first habitable floor of a building must be elevated or floodproofed – eight feet (national Geodetic vertical Datum of 1929, NGVD); Elevation to which floodwater retention capacity must be maintained (Mass. G.L. C131-40) – see FEMA Flood Plain Study for Cambridge]

2. Project Review Special Permit.

Traffic Study: As set forth in Section 19.20 of the Zoning Ordinance.

3. Planned Unit Development Special Permit

- a. **Development Proposal:** As set forth in Article 12.000
- b. **Final Development Plan:** As set forth in Article 12.000

III – Format for Plans and Maps

The following standards shall guide the preparation of all site plans, elevations, and cross sections. Variations from these standards are permissible where special circumstances warrant for the purposes of greater clarity or ease of handling.

1. **Sheet Size:** The sheet size should be uniform for all submitted documents. Dimensions of 24" by 36" are preferred although the size may be adjusted to reflect lots or parcels of unusual size or shape.
2. **Scale:** The following scales are suggested:
 - a. **Area maps:** 1" = 100'
 - b. **Site Maps:** 1" = 20' to 1" = 40'
 - c. **Floor Plans and Sections:** 1/16" = 1' to 1/8" = 1'
 - d. **Elevations:** 1/8" = 1'
3. **Title Block:** The title block on each sheet shall contain the following information:
 - a. Name of development
 - b. Name of applicant
 - c. Address of development
 - d. Scale of map or plan
 - e. North arrow
 - f. Date of preparation of the map and date of any revisions

IV – Narrative Description

Describe the project in detail. Make reference to and describe how the proposal conforms to all requirements, standards, and criteria that apply to the special permits requested (e.g. Section 10.40, general criteria for all special permits; Section 19.30 urban design standards for all Project Review Special Permits; Section 11.10 criteria for Townhouse Development, etc.). Any dimensional requirement applicable to the project not clearly illustrated in the Dimensional Form, or needing further explanation, should be described. The specific uses that the applicant wishes the Planning Board to approve should be described and referenced to Table 4.30 of the Zoning Ordinance. Where the Ordinance may restrict the amount of one or more uses permitted on the site, that limitation should be made clear in the narrative. Any special or unique circumstances that have a bearing on the relief being sought should be described. Compliance with the height limitations in the district shall be described where other than a single uniform height limit applies.

Part IV – Dimensional Form

Appendix I – Dimensional Form

Special Permit #	Address:			
	Allowed/Required	Existing	Proposed	Granted
Total FAR				
Residential				
Non-Residential				
Inclusionary Bonus				
Total GFA in Sq. Ft.				
Residential				
Non-Residential				
Inclusionary Bonus				
Max. Height				
Range of heights				
Lot Size				
Lot area/du				
Total Dwelling Units				
Base units				
Inclusionary units				
Min. Lot Width				
Min. Yard Setbacks				
Front				
Side, Left				
Side, Right				
Rear				
Total % Open Space				
Usable				
Other				
Off Street Parking				
Min #				
Max #				
Handicapped				
Bicycle Spaces				
Loading Bays				

Part V – Ownership Certificate

OWNERSHIP CERTIFICATE – PLANNING BOARD SPECIAL PERMIT

This form is to be completed by the OWNER, signed, and returned to the Office of the Planning Board.

I hereby authorized:

(Petitioner)

Address:

to apply for a special permit for:

(type of development)

on premises located at:

for which the record title stands in the name of:

whose address is:

by a deed duly recorded in the:

County Registry of Deeds in Book

Page ; or Registry District of the Land Court, Certificate No.:

Book: Page:

Signature of Land Owner
(If authorized Trustee, Officer or Agent, so identify)

Commonwealth of Massachusetts, County of

The above named personally appeared before me,

This of , 200 and made oath that the above statement is true.

Notary:

My Commission expires:

Part VI – Certification of Receipt of Plans – Project Review Special Permit (Section 19.20)

- a. Public Works**
- b. Traffic, Parking and Transportation**
- c. Water**

The following documents shall be signed by the respective city departments and filed as part of any Project Review Special Permit application. The procedure is to ensure that these critical departments are made aware of any application for approval of a significant project in the city.

**Certification of Receipt of Plans
Cambridge Department of Traffic, Parking and Transportation**

**To: Chair
Cambridge Planning Board**

**RE: Planning Board Special Permit Application # _____
(if known)**

Title _____

Address: _____

For the purpose of fulfilling the requirements of Section 19.20 of the Cambridge Zoning Ordinance, this is to certify that this Department is in receipt of the application documents submitted to the Planning Board for approval of a Project Review Special Permit for the above referenced development project: (a) an application narrative and (b) small format application plans at 11" x 17" or the equivalent. The Department understands that the receipt of these documents does not obligate it to take any action related thereto

**For the Cambridge Traffic, Parking and Transportation Department
(Signature)**

Date

**Certification of Receipt of Plans
Cambridge Department of Public Works**

**To: Chair
Cambridge Planning Board**

RE: Planning Board Special Permit Application #_____
(if known)

Title _____

Address: _____

For the purpose of fulfilling the requirements of Section 19.20 of the Cambridge Zoning Ordinance, this is to certify that this Department is in receipt of the following application documents submitted to the Planning Board for approval of a Project Review Special Permit for the above referenced development project: (a) an application narrative and (b) small format application plans at 11" x 17", or the equivalent. The Department understands that receipt of these documents does not obligate it to take any action related thereto.

For the Cambridge Department of Public Works
(Signature)

Date

**Certification of Receipt of Plans
Cambridge Water Department**

**To: Chair
Cambridge Planning Board**

RE: Planning Board Special Permit Application #_____
(if known)

Title _____

Address: _____

For the purpose of fulfilling the requirements of Section 19.20 of the Cambridge Zoning Ordinance, this is to certify that this Department is in receipt of the application documents submitted to the Planning Board for approval of a Project Review Special Permit for the above referenced development project: (a) an application narrative and (b) small format application plans at 11" x 17" or the equivalent. The Department understands that receipt of these documents does not obligate it to take any action related thereto.

For the Cambridge Water Department
(Signature)

Date

Part VII – Special Permit Administration

- a. Certification to Secure a Building Permit**
- b. Certification to Secure an Occupancy Permit**

The following documents should be filed with the Community Development Department prior to seeking a building permit or occupancy permit for any development for which a Planning Board special permit has been issued. No building or occupancy permit shall be issued until the Community Development Department has signed these documents and certified to the Inspectional Services Department that the development conforms to all requirements of the special permit. As a special permit is in effect until modified the following documents must be filed (perhaps in abbreviated form) for any building permit or occupancy permit requested subsequent to the initial occupancy of the project, without limit as to time.

REQUEST FOR BUILDING PERMIT

***CERTIFICATION OF COMPLIANCE WITH
SPECIAL PERMIT CONDITIONS***

Special Permit Case No: _____

Project Name: _____

Project Address: _____

Dimensional Limitations

	As Granted	As Now Requested
FAR	_____	_____
Gross Floor Area	_____	_____
Height	_____	_____
Lot Area per D.U.	_____	_____
Dwelling Units	_____	_____
Yard Setbacks	_____	_____
Front	_____	_____
Left Side	_____	_____
Right Side	_____	_____
Rear	_____	_____

Dimensional Limitations

	As Granted	As Now Requested
Open Space	_____	_____
Parking Spaces (total)	_____	_____
Handicapped	_____	_____
Bicycle	_____	_____
Loading Bays	_____	_____

Conditions to be met Before Issuance of Building Permit

Conditions (Planning Board Decision)	Description of Compliance (Attach additional sheets as necessary)
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____

Architectural (elevations and typical floor plans only) and Site Plans [from Building Permit Set, attached in 11" X 17" format]:

Title: _____

Date: _____

SIGNATURE PAGES

Applicant

Date

Signature, Authorized Representative
of Permittee

Certifications from Relevant Departments

Where any of the following departments have any responsibility in enforcing one or more conditions of the Special Permit, the permittee shall secure the appropriate certification before submittal of this form to the Community Development Department.

Traffic, Parking and Transportation Department

[CDD certification of non applicability_____]

The staff of the Traffic, Parking and Transportation Department has reviewed the above referenced information. This is to certify that all conditions of the Planning Board, as set forth above, have been met to permit the issuance of the requested **Building Permit**.

Date

Signature, Authorized TPTD Staff

Additional staff comments, conditions, limitations:

Parking and Transportation Demand Management Officer

[CDD certification of non applicability_____]

The Parking and Transportation Demand Management Officer has reviewed the above referenced information. This is to certify that all conditions of the Planning Board, as set forth above, have been met to permit the issuance of the requested **Building Permit**.

Date

Signature, Authorized PTDM Staff

Additional staff comments, conditions, limitations:

Public Works Department Certification

[CDD certification of non applicability_____]

The staff of the Public Works Department has reviewed the above referenced information. This is to certify that all conditions of the Planning Board, as set forth above, have been met to permit the issuance of the requested **Building Permit**.

Date

Signature, Authorized Public Works Staff

Additional staff comments, conditions, limitations:

Cambridge Water Department Certification

[CDD certification of non applicability_____]

The staff of the Cambridge Water Department has reviewed the above referenced information. This is to certify that all conditions of the Planning Board, as set forth above, have been met to permit the issuance of the requested **Building Permit**.

Date

Signature, Authorized Water Department Staff

Additional staff comments, conditions, limitations:

**Cambridge Community Development Department,
Housing Division Certification**

(For Residential Projects subject to Section 11.200)

[CDD certification of non applicability_____]

The staff of the Housing Division has reviewed the above referenced information. This is to certify that all requirements of Section 11.200 have been met to permit the issuance of the requested **Building Permit**.

Date

Signature, Authorized CDD Staff

Additional staff comments, conditions, limitations:

Cambridge Community Development Department Certification

The staff of the Community Development Department has reviewed the above referenced information. This is to certify that all conditions of the Planning Board, as set forth above, have been met to permit the issuance of the requested **Building Permit**.

Date

Signature, Authorized CDD Staff

Additional staff comments, conditions, limitations:

REQUEST FOR OCCUPANCY PERMIT

***CERTIFICATION OF COMPLIANCE WITH
SPECIAL PERMIT CONDITIONS***

Special Permit Case No: _____

Project Name: _____

Project Address: _____

Dimensional Limitations

As Certified at Building Permit

As Now Requested

FAR	_____	_____
Gross Floor Area	_____	_____
Height	_____	_____
Lot Area per D.U.	_____	_____
Dwelling Units	_____	_____
Yard Setbacks	_____	_____
Front	_____	_____
Left Side	_____	_____
Right Side	_____	_____
Rear	_____	_____

Dimensional Limitations

	As Certified at Building Permit	As Now Requested
Open Space	_____	_____
Parking Spaces (total)	_____	_____
Handicapped	_____	_____
Bicycle	_____	_____
Loading Bays	_____	_____

Conditions to be met Before Issuance of Occupancy Permit

Condition (Planning Board Decision)	Description of Compliance (Attached additional sheets as necessary)
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____

Architectural (elevations and typical floor plans only) and Site Plans [from As Built Set, attached in 11" X 17" format]:

Title: _____

Date: _____

SIGNATURE PAGES

Applicant

Date

Signature, Authorized Representative
of Permittee

Certifications from Relevant Departments

Where any of the following departments have any responsibility in enforcing one or more conditions of the Special Permit, the permittee shall secure the appropriate certification before submittal of this form to the Community Development Department.

Traffic, Parking and Transportation Department

[CDD certification of non applicability_____]

The staff of the Traffic, Parking and Transportation Department has reviewed the above referenced information. This is to certify that all conditions of the Planning Board, as set forth above, have been met to permit the issuance of the requested **Occupancy Permit**.

Date

Signature, Authorized TPTD Staff

Additional staff comments, conditions, limitations:

Parking and Transportation Demand Management Officer

[CDD certification of non applicability_____]

The Parking and Transportation Demand Management Officer has reviewed the above referenced information. This is to certify that all conditions of the Planning Board, as set forth above, have been met to permit the issuance of the requested **Occupancy Permit**.

Date

Signature, Authorized PTDM Staff

Additional staff comments, conditions, limitations:

Public Works Department Certification

[CDD certification of non applicability_____]

The staff of the Public Works Department has reviewed the above referenced information. This is to certify that all conditions of the Planning Board, as set forth above, have been met to permit the issuance of the requested **Occupancy Permit**.

Date

Signature, Authorized Public Works Staff

Additional staff comments, conditions, limitations:

Cambridge Water Department Certification

[CDD certification of non applicability_____]

The staff of the Cambridge Water Department has reviewed the above referenced information. This is to certify that all conditions of the Planning Board, as set forth above, have been met to permit the issuance of the requested **Occupancy Permit**.

Date

Signature, Authorized Water Department Staff

Additional staff comments, conditions, limitations:

**Cambridge Community Development Department,
Housing Division Certification**

(For Residential Projects subject to the provisions of Section 11.200)

[CDD certification of non applicability_____]

The staff of the Housing Division has reviewed the above referenced information. This is to certify that all requirements of Section 11.200 have been met to permit the issuance of the requested **Occupancy Permit**.

Date

Signature, Authorized CDD Staff

Additional staff comments, conditions, limitations:

Cambridge Community Development Department Certification

The staff of the Community Development Department has reviewed the above referenced information. This is to certify that all conditions of the Planning Board, as set forth above, have been met to permit the issuance of the requested **Occupancy Permit**.

Date

Signature, Authorized CDD Staff

Additional staff comments, conditions, limitations:

Part VIII – Supplementary Documents

- a. On-site Notification Requirements – All Special Permits (Section 10.42.1)**
- b. Special Submittal for Flood Plain Special Permit (Section 20.70)**
- c. Criteria for Evaluating Traffic Impacts – Project Review Special Permit (Section 19.20)**
- d. Special PUD Application Information**

a. Special On-Site Notification Requirements

The staff of the Community Development Department will supply the Notification Boards, with appropriate text, as required by the following section of the Zoning Ordinance.

10.42.1 Additional Notification Requirements. Any applicant for a variance or special permit shall be required to erect and maintain in legible condition one or more public notification panels at the site for which the variance or special permit relief is requested. The required panels shall be secured by the applicant from the Department of Inspectional Services for those permits issued by the Board of Zoning Appeal and shall be secured from the Community Development Department for those permits issued by the Planning Board. The location of any required panel shall be located on a site plan included in the application documents, which location or locations shall be subject to the approval of those respective departments; the mechanics of its installation shall be described in those application documents. The following requirements shall apply:

- (a) Location and Number. Panels shall be securely mounted on the subject lot at the street line or within the property, but in any case not more than twenty (20) feet from the street line. However, wherever located, the panel(s) shall be visible, easily identifiable, and legible to persons passing by on the public street, without the necessity of trespass onto private property. For lots having street frontage of two hundred (200) feet or less, one panel shall be installed. One additional panel shall be installed for each additional five hundred (500) feet of street frontage. The panels shall be exempt from any applicable limitation on accessory signs set forth in Article 7.000.
- (b) Schedule and Duration. The required panels shall be installed as required in this Section 10.42.1 not less than fourteen (14) days before the date of the public hearing. They shall be maintained in legible condition until a Notice of Decision has been filed with the City Clerk by the permit or special permit granting authority. Panels that are stolen, destroyed, or rendered illegible shall be promptly replaced, and panels shall be promptly removed after the Notice of Decision has been filed.
- (c) Contents of Panels. The text of the panel shall generally contain the name of the petitioner; a description of the area or premises; street address or other information adequate to identify the location or are subject of the permit petition; the date, time and place of the public hearing; the subject matter of the hearing; the nature of the action or relief requested; the place where the full application may be inspected; case number of the application; the place where written comments may be directed; the phone number of the municipal agency or contact person where further information may be obtained. Reasonable modifications of the text requirements of this paragraph c shall be permitted to enable the most important information to be provided in the most legible form.
- (d) Graphic and Construction Standards. Panels shall not be less than eighteen (18) inches by twenty-four (24) inches in dimension; they may be larger. No text on the panel shall be smaller than 12 point type. Panels shall be made of materials adequately weather resistant and durable for the time they are required to be posted.

**c. Criteria for Evaluating Traffic Impacts – Required Traffic Study,
Section 19.24 (2); Review Criteria, Section 19.25**

Staff of the Traffic, Parking and Transportation Department should be consulted in the development of the required Traffic Study. The following criteria were adopted by the Planning Board to measure the impact of projected project traffic on city streets.

(1) Project vehicle trip generation weekdays and weekends for a twenty-four hour period and A.M. and P.M. peak vehicle trips generated.

Project Vehicle Trip Generation is the average number of new vehicles (including truck deliveries, if any) which arrive and depart as a result of a development project, as determined by the latest edition of *Trip Generation* (by the Institute of Transportation Engineers) and approved by the City.

Criteria: Project-based trip generation in excess of:

- 2,000 weekday or weekend (24-hour) trips; or
- 240 peak hour (A.M., P.M. or Saturday midday) trips.

(2) Change in level of service at identified signalized intersections.

Vehicle Level of Service (VLOS) is a measure of the operation of a signalized intersection, unsignalized intersection, or rotary during peak traffic hour, as determined by the *2000 Highway Capacity Manual* (HCM 2000) and approved by the City

Criteria: A project-induced VLOS reduction or roadway volume increase at any study area intersection in excess of the amount allowed in the following table.

<i>Existing</i>	<i>With Project</i>
VLOS A	VLOS C
VLOS B,C	VLOS D
VLOS D	VLOS D or 7% roadway volume increase
VLOS E	7% roadway volume increase
VLOS F	3% roadway volume increase

(3) Increased volume of trips on residential streets.

Vehicle traffic on Residential Streets refers to the magnitude of project vehicle trip generation during any peak hour that may reasonably be expected to arrive and/or depart by traveling on a residential street, as approved by the City

Criteria: Based on the following two parameters, a project-induced traffic volume increase on any two-block residential street segment in the study area.

<i>Parameter 1</i> <i>Amount of Residential¹</i>	<i>Parameter 2</i> <i>Current Peak Hour Street Volume (two-way vehicles)</i>		
	<150 vehicles/hr	150-400 vehicle/hr	>400 vehicle/hr
1/2 or more	20 VPH ²	30 VPH ²	40 VPH ²
>1/3 but <1/2	30 VPH ²	45 VPH ²	60 VPH ²
1/3 or less	(No maximum)	(No Maximum)	(No Maximum)

Notes: 1. Amount of residential for a two block segment as determined by first floor frontage.
2. Additional project vehicle trip generation in vehicles per lane, both directions.

(4) Increase of length of vehicle queues at identified signalized intersections.

Lane Queues refers to the average number of vehicles during the peak hour waiting in a given lane from the front of the intersection to the last vehicle stopped in the lane, as determined and modeled by the HCM 2000 and approved by the City.

Criteria: A project-induced lane queue or increase in lane queue in excess of the amount allowed in the following table.

<i>Existing</i>	<i>With Project</i>
Under 15 vehicles	Under 15 vehicles, or 15+ vehicles with an increase of 6 vehicles.
15 or more vehicles	Increase of 6 vehicles

(5) Lack of sufficient pedestrian and bicycle facilities.

Pedestrian Delay is a measure of pedestrian crossing delay during the peak hour at signalized, unsignalized, or mid-block crossings, as determined by Pedestrian Level of Service (PLOS) analysis in the HCM 2000 and approved by the City

Criteria 1: A project-induced increase in pedestrian delay at any study area crosswalk in excess of the amount allowed in the following table.

<i>Existing</i>	<i>With Project</i>
PLOS A	PLOS A
PLOS B	PLOS B
PLOS C	PLOS C
PLOS D-F	PLOS D or increase of 3 seconds

Safe Pedestrian Facilities are sidewalks, crosswalks or walkways on any publicly accessible street or right-of-way (ROW) that meet City design standards, including handicap treatment.

Criteria 2: Safe pedestrian facilities must exist on any adjacent publicly accessible street or ROW; and they must connect to site entrances, interior walkways, and adjoining pedestrian facilities.

Safe Bicycle Facilities are on-street bicycle lanes or off-road paths along a publicly accessible street or ROW that meet City design standards.

Criteria 3: Where sufficient ROW currently exists, safe bicycle facilities must exist or sufficient ROW must be preserved on any adjacent publicly accessible street or ROW; and they must connect to site entrances, interior walkways, and adjoining bicycle facilities.

d. Special Planned Unit Development Application Information

The following material should be provided for any PUD Development Proposal or Final Development Plan application. Where the information is provided elsewhere in the application, simply make reference to it here.

1. Development Parcel

a. Describe the location of the total development parcel proposed to be included in this planned unit development.

b. Describe the land areas within the vicinity* of the development parcel, including land uses, zoning, building bulk, residential densities, circulation systems, public facilities and unique natural features of the landscape.

* 300 feet or such other distance determined by the Planning Board at the pre-application conference.

c. Prepare a legal description of this development parcel.

d. Prepare a statement concerning the present and future ownership form attached to this application. If the applicant is not the owner of the parcel, also submit written authorization from the owner certifying that the applicant may petition for planned unit development approval for this parcel.

2. Development Concept

Briefly describe the development concept which is being sought in this planned unit development proposal. Include the project's planning objectives and describe how they will be achieved. In this statement, describe the intended character of the development both in terms of the internal aspects and its relationship to the area around the development parcel.

3. Development Schedule

Prepare a detailed development timetable including estimated dates of the following:

a. Any necessary conveyances of land to the applicant;

b. Other required agency approvals, environmental clearances or permits;

c. Initiation of construction;

d. Initiation and completion of separate stages if the development is to be phased;

- e. Substantial competition of construction of the entire project; and
- f. Initial occupancy of the various components (e.g. retail, office, residential) of the project.

4. Development Ownership

Prepare a statement of applicant's intentions regarding the future selling or leasing of all or portions of the planned unit development. Providing anticipated ownership details for land area, open space, public facilities, and each principal category of land use to be included in the PUD.

5. Development Financing

Prepare a statement of the general financing plan for the PUD, including anticipated sources and amounts of funds during the planning phase, construction, and following project competition.

6. Development Feasibility

Prepare and submit an economic feasibility study for the proposed planned unit development. The market analysis should include the projected market area and proposed rent levels for commercial development. Explain the extent to which each of the categories of use in the planned unit development will compete with similar activities nearby. If no competition is expected, explain why.

7. Development Infrastructure

Describe how utilities and other public works will be provided to the development. Specify the design standards which will be followed in providing these services.

8. Development Impacts

Describe the predicted impact of the development on the following:
If no substantial impact is predicted, explain why.

- a. Public water supply and distribution system
- b. Sewer system
- c. School facilities
- d. Police protection

e. Fire protection

f. Public recreation

g. Energy supply

(1) effects on solar potential, both passive and active, on site and on adjacent properties.

(2) use of cogeneration activities

(3) reduction anticipated energy needs (heating and cooling etc.)

h. Other Public facilities or services

i. Vehicular traffic on streets within 1/2 mile of the development

j. Pedestrian traffic on sidewalks within 1/4 mile of the development parcel

k. Historic Preservation

9. Development Data

Please provide the following information:

a. Parcel size (sq. ft.): _____

b. Proposed lot coverage of structures: _____

c. Project bulk

(1) Total floor area of all structures in the PUD including parking:

(2) Gross floor area as defined by Article 2.000 of the Ordinance (list areas counted in total floor area but excluded in gross floor area and key to map required below).

(3) Floor area ratio:

d. Project height:

(1) Building height as defined by Article 2.000 of the Ordinance:

(2) Greatest vertical distance between the lowest elevation at the perimeter of the project and the tallest structural element:

(3) Percentage of lot area proposed to be covered by building mass in excess of _____ feet; _____: _____ feet _____; and _____ feet _____.

- e. Total amount of usable open space, both public and private:
- f. Total number and type of dwelling units by the number of bedrooms;
- g. Projected rent levels or selling price for each type of use in the development (broken down by unit size for dwelling units):
- h. Approximate gross residential densities:
- i. Total area (in square feet) of each type of use in the development and percentage of total gross floor area of the development:
- j. Number of parking spaces to be provided, by use:
- k. Total length of streets to be conveyed to the City:
- l. Total length of streets to be held as private ways within the development:
- m. Total length by type of other public works to be conveyed to the city:
- n. Number and types of public facilities:
- o. Estimated total number of people coming to the development daily by type of use:
- p. Estimated traffic volume generated by type of use:
- q. Estimate of the average amount of money to be spent daily at the site:
- r. Estimated total energy consumption and cost per month and per square foot. (Broken down by heating, cooling, and electricity).
- s. Were alternate energy sources investigated such as district heating and cooling? What were your findings?
- t. Prepare and submit the following graphic information concerning the proposed development. All of these materials should include the name, address and telephone number of the person or firm preparing the plan, the scale of the map or plan, north arrow and date. The following scales are suggested: area maps showing the development parcel and its surroundings - 1"=100'; site plans - no smaller than 1" = 40'; floor plans and sections no smaller than 1/16" = 1'; and elevations - 1/8" - 1'.

- (1) map of existing site conditions (including topography, water courses, flood plains, unique natural features, existing vegetation, soil types and existing buildings;
- (2) map of existing land use within the vicinity* of the perimeter of the development parcel;
- (3) map (s) showing existing zoning,, residential densities and building bulk within vicinity* of the development parcel;
- (4) map showing existing public facilities and unique natural features within the vicinity* of the development parcel;
- (5) map showing existing and proposed lot lines in the development parcel;
- (6) site plan (s) and architectural plans, as necessary, indicating the location and size of all existing and proposed buildings, structures and other improvements (including maximum heights, total floor area, gross floor area as defined by the Ordinance, types of dwelling units, and non-residential structures by use;
- (7) site plan (s) indicating location and size in square feet of all usable open space and areas to be conveyed, dedicated, or reserved as common open spaces, public parks, recreational area, school sites, and similar public and semi-public uses;
- (8) map (s) and/or site plan (s) showing the existing and proposed vehicular circulation system within and around the development parcel; identify arterial, collector and local streets, within the vicinity of the development parcel; indicate off-street parking areas, service areas, and loading areas within the development parcel, and all points of access to existing public right-of-way;
- (10) site plan or floor plans, as necessary, showing proposed pedestrian circulation system;
- (11) plan (s) showing existing and proposed utility systems including sanitary sewer, storm sewers, and water, electric, gas and telephone lines;
- (12) general landscape plan indicating the treatment of materials used for private and common open spaces;

(13) elevation showing the proposed treatment of the perimeter of the development, including materials and techniques used such as screens, fences, and walls.

*300 feet or such other distance determined by the Planning Board.

10. Ordinance Compliance

- a. Prepare a statement explaining the extent to which the development proposal will conform with existing policy plans and development guidelines for the area of the city in which the development is to be located. All aspects of such plans should be addressed.
- b. If the development proposal includes buildings in excess of a specified initial height threshold, explain how the criteria for exceeding that threshold will be satisfied.
- c. List and explain any variances that are being sought for the development proposal.
- d. Provide the following additional information requested by the Planning Board at any Pre-Application Conference.